

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 06.04.010	PAGE 1 of 2
	EFFECTIVE DATE June 11, 2013	
SUBJECT Credit Card Policy	SUPERSEDES 06.04.010	DATED July 16, 2002
CHAPTER Finance	SECTION Revenues	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on establishing credit card policy of payments for services provided to the general public.

POLICY

The Department of Transportation and Public Facilities (DOT&PF) can accept payment by cash, personal check, electronic bank transfer and credit cards when providing services to the general public. Since credit card companies charge a service fee based on the transaction amount, we must balance the convenience of accepting credit cards with the loss of revenue for their use.

PROCEDURE

Payments to the department for transactions up to \$10, 000 may be made by credit card. Examples of types of revenues that can be paid with a credit card include:

- Driveway Permits
- Utilities
- Plan Specification/Bid Documents
- Leases
- Tie Down
- Damages to State Property
- Agency Reviews
- Travelers Assistance
- Copy Charges
- Alaska Marine Highway Tickets
- Over Weight/Over Length Permits
- Scales and Meter Payments
- Requests for Services/Snow Plowing
- Right of Way Permits

Payments from employees for travel advance or overpayment reimbursement, salary overpayments, and state employee housing will be by personal check. Unpaid balances will be deducted from employee's payroll checks.

AUTHORITY

AS 02.15.020(c)
AS 19.05.040
AS 19.10.060
AS 19.65.050
AS 44.42.020

IMPLEMENTATION RESPONSIBILITY

Administrative Services Division Director

DISTRIBUTION

All department employees via the DOT&PF website